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20 April 1956

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Chief, Management Staff

Chief, O&M Staff (ID/I and DD/S Areas)

Work Report, Week Ending 19 April 1956.

1. Project 6-25, Personnel Records Survey [redacted]. The analysis chart, showing the forms and blank cards being used by surveyed Agency components to record information prescribed for the Employee Record Card, Form OF-4b, was presented to the Office of Personnel.

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2. Project 6-16, Survey of Personnel Procedures [redacted]. Progress on manpower control installation is being made.

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3. Project 5-80, Review of Procedures, Printing Services Division [redacted]. Forms and procedures for improving the Operations and Supply Branch have been submitted. In order to demonstrate that production figures in the Printing Plant could be accumulated for the weekly report to the Chief, Printing Services Division in time to be of value to the Chief, two tests were run by the O&M Staff. Although the Printing Plant commented that preparation of the report would require approximately 28 hours, a secretary in the Management Staff, without prior training, was able to complete the tests in 3 hours and 50 minutes and 3 hours and 25 minutes respectively. No further action is contemplated on this project.

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4. Project 5-1a, Fiscal Division [redacted]. Report of the survey is being submitted to the Comptroller on this project together with a request for T/O change in the Accounting Branch prepared by the Fiscal Division.

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6. Project 5-46, ELINT Study [redacted]. The ELINT Staff has inquired about the status of the mission and functions for the Agency ELINT Staff Officer which was submitted to the Chief, Management Staff for review.

7. Project 5-73, OSI Reorganization [redacted]. Our memorandum to the DD/E has been approved and the Acting Executive Officer, OSI, notified.

8. Project 5-62a, Survey of Industrial Register [redacted]. No change in status.

9. Project 5-62, Study of All Registers, OCR [redacted]. Organization of data and preparation of annexes for a staff study is continuing.

10. Project 5-72, Cartographic Support Regulation [redacted]. No change in status.

11. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P [redacted]. Subscribers to the two services are being contacted and additional information is being gathered.

12. Project 6-14, Study of Overtime Practices. No change in status.

13. Project 6-28, Transfer of Slots From Field to Headquarters, Office of Security [redacted]. Research on functional aspects and proposed changes in organization have been completed for the Correspondent's Desk and the new Foreign Group. A revised organizational chart is in process of coordination. Workload and position data are still being accumulated by OS.

14. Analysis of Manpower Survey [redacted]. No change in status.

15. Production Control System, Photo Intelligence Division ORR, [redacted]. Awaiting further action by ORR.

16. Reduction of T/O to Ceiling, Offices and Staffs of the DD/E [redacted]. Review of the submission of reduction in T/O by OTR reveals that additional positions will have to be proposed for deletion in order to bring the T/O and ceiling in line. A conference was held with the Chief, Administrative Support Division and Deputy Chief, Medical Staff relative to the positions to be deleted in order to bring the T/O in line with ceiling and the minor changes in organizational alignment which are to be proposed as part of the package.

17. OCI Reorganization and Reduction of T/O to Ceiling [redacted]. No change in status.

18. Miscellaneous. Miss [redacted] attended the Spring Conference of the Society for the Advancement of Management in Washington.

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